

# CJIS News

State of North Dakota

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## N-Dex News

**New and Improved N-DEx:** A search engine for law enforcement agencies is expanding nationwide this month. For more information go to [The FBI Federal Bureau of Investigation](#) site.

Subscribing to this will give you access to the FBI Top Stories, Partnerships Stories, Technology Stories, Criminal Justice Information Services Stories, and/or Top Stories for Federal Bureau of Investigation. This information has recently been updated, and is [now available](#).



## LERMS - Master Name Records

Master Name Records are a tool used to track a person's involvement history through various case records, as well as keep the most up-to-date information about an individual entered in a document or report. Each time a master record is pulled forward into a document and saved, information about any individuals listed in the document is posted to both the People records in the Central Index and the Master Record for each of those individuals, if a master exists.

The information about an involved individual is posted in two places: a People record, where the information is incident-based and will not be changed or modified; and the Master Record, which is updated based on information entered in the document. For example, if a suspect in a crime had a previous involvement and was listed with Brown hair, the Master Record would indicate that the suspect had brown hair. If, during a later involvement, the suspect had shaved his head, and the case report noted that the suspect had a shaved head, the Master Record would indicate that the individual in question had a shaved head. The record of the previous involvement would still indicate that the suspect had brown hair at the time of the involvement.

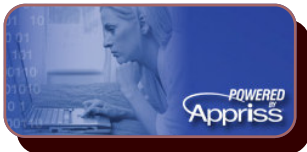
For more Central Index information see page 22 of the LERMS Training Manual.

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## ND SAVIN

For agencies directly on-line with ND SAVIN it is important to remember that anytime there are changes made to the agency's jail management system (JMS) or to a VINE computer located at the agency it is likely that ND SAVIN will stop receiving data and an alarm will be triggered to alert the Appriss Operations Center (AOC). When an alarm is triggered Appriss will begin the process of researching why the alarm was triggered. This process will require the agency's cooperation and involvement. The following are types of changes at the agency that trigger a data alarm:

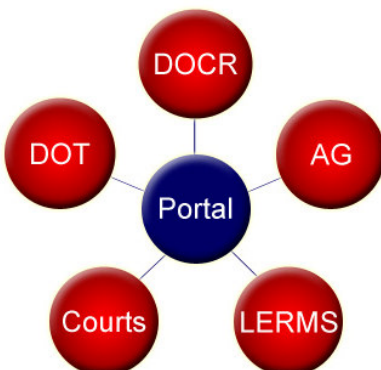


- Booking system upgrade or changes
- Changes to IP address scheme
- DNS changes
- Server upgrades or changes
- Firewall changes
- Internet connectivity outages or issues

If you are an agency connected with ND SAVIN and are planning any of the above changes please contact Amy Vorachek, ND SAVIN Program Manager, or the AOC **before** the change occurs. This will help to limit the number data alarms being triggered and will also help prevent your agency being taken off-line for an extended period. Our goal is to prevent missed notifications for those registered with ND SAVIN. Your assistance is valued and appreciated.

AOC  
1-866-277-7477  
[aocd@appriss.com](mailto:aocd@appriss.com)

Amy Vorachek, ND SAVIN Program Manager  
701-328-1108  
[avorachek@nd.gov](mailto:avorachek@nd.gov)



## Portal

### ND Local Law Enforcement RMS Interface with CJIS Portal

If you are looking for a new RMS, please be sure to have the vendor include costs for interfacing RMS records from the product with the CJIS Portal. If you or the vendor has any questions about this, contact the CJIS office at 328-1110.

## Portal - Cont.

### New records available in the CJIS Portal

Game and Fish Hunting and Fishing licenses will soon be available around Mid-March.

## STARS - Searching

Being good at searching is an art of its own. When we look up a name in JustWare, or with any search engine, less can be more. It is better at times to search for less information so that you get more results, and then narrow in on your target. For example if you search for "Mouse, Mickey" you may not get "Mouse, Mikkey". The tendency then is to add a new name record for Mikkey, but later on you find that you now have two records for the same person. This could have been avoided if you had searched for less specific criteria like "Mouse, M" or even just "Mouse". If you are working with a very common name like "Smith", you would want to use the Name Search option instead of the Quick Search. The Name Search will bring the results back in a table that will let you sort by First Name among many other fields to help you narrow in on the correct "John Smith". The biggest thing to remember is; Try less first you can always get more specific if you need to!

Find us on

the web at:

[www.nd.gov/cjis](http://www.nd.gov/cjis)

## Cyber Security #4

October was Cyber Security Awareness Month. This is a national public awareness campaign to encourage everyone to protect their computers and our nation's critical cyber infrastructure.

The following information was sent out to the staff of the ND Attorney General's Office by their Information Technology Department. This is very helpful information and more will be shared in future publications.

The first three articles focused on helping you better protect your computers and you at home. In the AG office we have many security related policies that we follow to ensure our network is protected. For instance, we require complex passwords at least 8 characters long. We also require that computers lock if it



## Cyber Security #4 Cont.

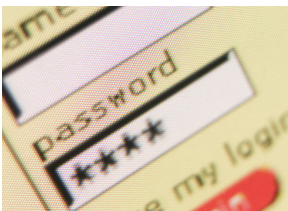
has not been used for 15 minutes. Windows and Antivirus/Antispyware are automatically updated. Soon we will be encrypting all laptop hard drives to protect them should they be lost or stolen. We go to great lengths to protect our network and our data. However, we are still vulnerable through Social Network attacks and weak passwords. These are things that we can bring to your attention but only you can do something about.



### SOCIAL ENGINEERING

Social Engineering is attempting to gain access to information through misrepresentation. It is the conscious manipulation of people to obtain information without their realizing that a security breach is occurring. It may take the form of impersonation via telephone or in person and through email. Some emails entice the recipient into opening an attachment, or downloading software, that activates a virus. Please do not provide your user id and password to anyone. Do not click on any links or attachments in emails from people you do not know. Even when the email message appears to come from someone you know, be careful as the “from” address can be manipulated very easily.

### PASSWORDS



Instead of using complex passwords use passphrases. Password cracking software is becoming more sophisticated all the time. Words found in the dictionary can easily be guessed by these programs in a matter of seconds. Simply adding a number to the end of a dictionary word is not enough. Even replacing vowels with numbers or punctuation is not enough. Remembering random passwords is very difficult to do. That's where passphrases come into play. Start with a phrase such as “All good things come to those who wait”. Then take the second letter of each word or the only letter in the case of single-character words to yield lohoohha. Then use upper case for every other consonant and substitute numerals or punctuation for certain vowels: loHooHh@.

Is your password strong enough? Do you write it down on sticky note and stick it under your keyboard or mousepad? If so, you may want to reconsider.

## CJIS Board Members

- Charles Placek - *Department of Corrections*
- Dave Kleppe - *Highway Patrol*
- Glenn Ellingsberg - *North Dakota Sheriffs' & Deputies' Association*
- Dallas Carlson - *North Dakota Office of Attorney General, Bureau of Criminal Investigation Division*
- Keith Witt - *Chief of Police Association*
- Lisa Feldner - *State of North Dakota Information Technology Department*
- Mike Lynk - *Division of Emergency Management*
- Sally Holewa - *North Dakota Judicial Branch*
- Thomas L. Trenbeath - *North Dakota Office of Attorney General*
- Kara Schmitz-Olson - *North Dakota State's Attorney Association*
- Russ Buchholz - *Department of Transportation*
- Kelly Janke - *At Large*



### Criminal Justice Information Sharing

State of North Dakota  
600 E Boulevard, Dept. 112  
Bismarck, ND 58505-0100

Phone: 701-328-1100  
Fax: 701-328-3000

We're on the Web!

[www.nd.gov/cjis](http://www.nd.gov/cjis)

## Board Minutes

[www.nd.gov/cjis/committees/board/index.html](http://www.nd.gov/cjis/committees/board/index.html)

## CJIS Staff

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